



Grants Management Specialist–Full Time/Permanent Position

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

Grants management staff helps to ensure that required laws, regulations and established policies are fulfilled, serves as the central point contact for Awardees, maintains recordkeeping of all grants including official files and documentation on grants awarded by CIRM. Grants Management staff ensures that grants are awarded, administered and closed in accordance with established policies and procedures.

Job Functions

In this position you will be accountable for:

- Support implementation of the grants management business and administrative operations.
- Maintain the official files for a portfolio of grants, as well as recordkeeping systems and procedures necessary for tracking each grant and ensure that the files contain all required materials, records, and documentation.



- Have knowledge of and ensure compliance with applicable laws, regulations and policies governing CIRM grant awards in portfolio.
- Coordinate flow of application materials from Grants Review Staff and Information Technology Team as appropriate for assigned portfolio.
- Communicate with applicants regarding clinical trial application budgets providing guidance on CIRM policy, allowable costs and mechanics of budget template.
- Conduct application budget reviews on clinical trial applications during eligibility review providing comprehensive cost analyses to determine the necessity, reasonableness, and allocability of the costs reflected in the budget and the allowability pursuant to the applicable application criteria.
- Review approved applications in portfolio for compliance with the CIRM Grants Administration Policies
- Serve as the receipt point for all reports required by the terms and conditions of the grants in portfolio and ensure that such reports are properly processed.
- Serve as liaison with other business offices that are recipients of CIRM awards and respond to grantee inquiries.
- For grants in assigned portfolio, provide links between CIRM program, finance, information technology and other administrative staff so that all activities are smoothly implemented.
- Survey grantee's financial management systems and other relevant business information when appropriate, to assure that the institution is properly accounting for CIRM funds. Lead and implement special financial compliance reviews
- Work collaboratively with Grants Management team to develop, implement and improve on the grants process and updated internal Standard Operating Procedures
- Participate in matters related to grants management technology and electronic grants administration as needed.
- Understand both grant procedures and the use of grants management software.
- Participate and contribute to helping the grants management improve its operational performance
- Perform other duties as may be required to further the goals of the CIRM.

Supervision Received

The Grants Management Specialist (GMS) will report to the Director Grants and Operations.



Qualifications

- Bachelor's degree in Business Administration, Accounting or a related field and four years' experience working in grants management, office of research administration or another related project management role or an equivalent combination of education and experience.
- Experience working with databases and spreadsheets related to grantmaking.
- Ability to handle multiple projects and tasks thru completion with an attention to detail.
- Ability to take initiative and work in a fast-paced organization.
- Strong verbal and written communication skills.
- Must be willing to accept a permanent, full-time position.

Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee may telecommute. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the General Counsel).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual*



with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.

Duties of this position are subject to change and may be revised as needed or required.

Salary Range and Benefits

The salary range for the Grants Management Specialist is \$73,992-\$114,881. CIRM offers a competitive compensation package.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov. Electronic applications preferred.
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of



the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:

Vanessa Singh

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.